

DOSSIER CHECKLIST

A complete dossier for placement purposes consists of the following components.

Required Items	Comments	Completed Please check <input checked="" type="checkbox"/>
Application	The application for graduate study is located at https://apply.embark.com/student/fulbright/international/20/ .	
Letters of Reference	Minimum of 3 from teachers, professors or work supervisors who know you well	
Academic Transcripts	Official, certified copies of your academic records that come directly from the post-secondary school(s) you attended; must list courses taken and grades received for each year of enrollment	
Original translation of transcripts (when transcripts are in the language of the country to which you are applying, e.g. English)	Official transcripts translated into the language of proposed study; must be literal, not interpretative	
Diploma(s)	Copy of originals	
Original translation of diploma(s) (when necessary)	Diploma(s) translated into the language of proposed study	
Standardized tests for study in the U.S. TOEFL (IELTS or MELAB can sometimes be substituted)	Minimum of 213 (550); recommend a 250 (600) or above (In Law, a minimum of 600 is required.)	
GMAT	Required for MBA programs; minimum of 400 is required. However for most programs a higher score is recommended.	
GRE	Required in most fields of study with the exception of MBA and LAW	
Other standardized tests TSE, Subject GRE, etc.	Standardized tests can vary by field of study and institution	
Possible items that could be needed to complete file	Comments: You will be informed if any of these items are needed.	Completed (Please check <input checked="" type="checkbox"/>)
Writing sample (Could be a research paper, published article, paper done for a course, etc)	Often required for study in the humanities or social sciences	
Work sample (Could be a portfolio of slides of art work, video, film, cassette of music, OR sample of journalistic work, etc.)	Often required for study in the arts or art-related fields as well as in communication and/or journalism	
Professional Resume	Often advisable for MBA and other professional fields. You can attach your resume to page 6 of the online application.	
Audition	In-person auditions are often required for the performing arts. The audition requirement can sometimes be waived and replaced with a video presentation.	
Interview	In-person interviews can sometimes be waived and replace with a phone interview.	
Other	(Can vary by field of study, country, and institution)	
Medical History Form	Two parts—one completed by you and one by your doctor; is generally needed to complete your IIE application. This form can be forwarded to your university upon request.	

KEY ELEMENTS

Application:

- ❖ Take care to answer all questions to the best of your ability.
- ❖ On page 2, list all post-secondary schools attended—not just schools at which a degree was awarded.
- ❖ On page 2, list all academic, professional, and personal awards and honors achieved.
- ❖ On page 4, a clearly articulated study objective or academic goal statement is an important component of your application. This is your opportunity to state what you want to study and hope to achieve. Be specific.
- ❖ On page 5, your personal statement provides you with an opportunity to pull all the pieces of your dossier together. You can both highlight your strengths and address any inconsistencies or perceived weaknesses. This statement is about you and your experiences (Who are you?). This shouldn't be a CV (curriculum vitae) or a resume.
- ❖ On page 9, University Preferences Sheet, you can indicate your regional and/or school preferences and share any other pertinent data that someone handling your placement should know.

Letters of Reference:

- ❖ Important! Ideally should be from people who know you well in a professional capacity.
- ❖ You might want to focus more on work contacts OR on academic contacts. It depends on what is weighed more significantly by the admissions committee—your work experience or your academic background. This will vary by your field of study.
- ❖ Referees should be able to speak to your strengths.
- ❖ Referees should be chosen so that they say different things about you.
- ❖ Note, in some educational systems the reputation of the referee is important. However, in most this is not a consideration.

Academic Transcripts and Translations (sometimes referred to as mark sheets or degree statements):

- ❖ Transcripts must list all courses and/or subjects taken and the grades received. Ideally they should indicate when the course was taken. Usually they contain a 'legend' which will explain what an 'excellent' grade, a 'passing' grade, etc. is. (*Please note, a description of the course is NOT needed.*)
- ❖ Must be official. In other words, they must be certified by the school, e.g. the Registrar's Office or Controller of Examinations (*NOT a professor or other legal authority*) and be forwarded in an envelope that has not been opened by the student.
- ❖ Must be in the official language of the country.
- ❖ If a translation is necessary, it can be issued by the school or by a qualified translator. Translations must be literal—not interpretive.

Diplomas

- ❖ Need copies of diplomas. Do not forward originals.

Test Scores

- ❖ Need official test scores sent from the testing institution. Can initially use an 'examinee' copy, but eventually will need "official" test scores.
- ❖ When taking the test, please indicate IIE as a test recipient.
 - **For TOEFL and GRE Exams use Code 2326 (IIE)**
 - **For the GMAT Exam use Code FOF-4J-28**
 - **For the IELTS select the Institute of International Education**